



## PARKS AND RECREATION ADVISORY BOARD MEETING

November 11, 2013 @ 5:30 pm

Pat O'Rourke Recreation Center  
901 N. Virginia, El Paso, TX

### MINUTES

The Parks and Recreation Advisory Board meeting met on the above date listed.

#### *Members Present:*

Sylvia Carreon  
Francoise Feliberti  
Theresa W. Fordham  
Roy Gilyard  
Ana Roush  
Dave Turner

#### *Members Absent:*

Jennifer Barr Ardovino  
Deanna De La Cruz  
Adam Gurrola

#### *Audience:*

Barry Russell

#### *Staff Present:*

Tracy Novak, Interim Director, Parks and Recreation Department  
Steve Lunsford, Land Management Superintendent, General Services Department  
Veronica Myers, Recreation Centers Manager, Parks and Recreation Department  
Brenda Romero, Recreation/Sports Coordinator, Parks and Recreation Department  
Ana Quijano, Administrative Assistant, Parks and Recreation Department

### AGENDA:

1. **Agenda Item #1.** Meeting Called to Order  
Dave Turner, Chair, called the meeting to order at 5:35 pm
2. **Approval of Minutes:** October 14, 2013 - Motion made by Theresa W. Fordham to accept the Minutes as written. Motion was seconded by Roy Gilyard. Motion carried unanimous.
3. **Call to the Public (for items not on the agenda)** – No comments.
4. **Agenda Item #4. Parks and Recreation Calendar and Newsletter:** Tracy Novak, Interim Director, highlighted the following items on the calendar of events and newsletter:
  - X-Box Bowling Championships at South El Paso Senior Center on November 21.
  - Youth Volleyball Skills Camp at Seville Recreation Center starting December 2.
  - Celebration of Lights event on December 7.
  - Little Bowl Football Championships on November 23 at Austin High School
  - Continuing programs: Leisure Classes and After School Programs
  - Weekly radio show
5. **Agenda Item #5. General Services Report on Maintenance Activity:** Steve Lunsford, Land Management Superintendent, General Services Department, provided a brief update on the following items:
  - This is the last week of mowing due to dormancy of grass. Division will continue to address any problems with weeds.

- Irrigation will be downgraded and continued based on the standards of care identified, which is .5 inches per week.
- Overseeding Program: Twenty-three fields have been completed and three more fields will be completed in the coming week. Irrigation will continue on these fields.
- Pruning of trees at the parks to begin within the next 3 weeks.
- Status report was also included in the board packet.

Theresa W. Fordham commented she reported last month that the concrete picnic tables and benches at Eastwood Park are in deplorable condition and issue has not been addressed. Steve will follow up with Facilities Maintenance Section.

Ana Roush inquired on status of the turf reduction project at Crestmont Park. Steve responded that he has scheduled a meeting with Gloria Venzor with the Parks and Recreation Planning Division, to review the drawings and proceed in obtaining cost estimates.

**6. Agenda Item #6. Discussion and Action: Election of Officers for the Parks and Recreation Advisory Board**

Motion was made by Theresa W. Fordham to appoint Dave Turner as the Chair. Motion was seconded by Roy Gilyard. Motion was carried unanimously.

Motion was made by Theresa W. Fordham to appoint Jennifer Barr Ardovino as the Vice Chair. Motion was seconded by Roy Gilyard. Motion was carried unanimously.

Note: Elections for Chair and Vice Chair positions will be held again in November 2014.

**7. Agenda Item #7. Presentation: Special Events Update (Veronica Myers, Recreation Centers Manager, and Brenda Romero, Recreation/Sports Coordinator)**

Veronica Myers provided a PowerPoint presentation and highlighted the following events:

- 2013 Halloween activities at all recreation centers & Esperanza Martinez Library.
- Pet A-Fair: New event that features exhibits, dog groomers, pet adoption agencies, animal trainers, and other vendors that offer services for pets (mainly dogs).
- Kids Palooza – offers on stage entertainment and physical activities for children.
- Art in the Park – Two day event with 45 vendor spaces to sell arts and crafts. Also provides art and craft activities for children.
- Melodies at the Park – offers 8 free concerts at different parks on Sundays during the summer months.
- Family Campouts – 2 per year at Galatzan and Memorial parks; offers swimming and outdoor recreation activities for children.
- Trailblazers Campout at McKelligon Canyon offers more outdoor activities (hiking and star gazing).
- Upcoming events: Power Wheels Fun Race at Westside Community Park for children ages 4 to 9; and International Picnic Day Celebration on June 19 at Pavo Real Park.

Brenda Romero discussed the schedule and parade route for the upcoming Celebration of Lights event planned for December 7, 2013. She also gave a brief PowerPoint presentation on this year's parade route, and included pictures of previous year's Celebration of Lights floats and activities.

**8. Agenda Item No. 8 - Discussion and Action: Cost Analysis on Board Members Packets.** As agreed upon at previous board meeting, the information packet was e-mailed to the board members in an effort to help the department save on printing and postage costs.

Ana Roush noted that it would work better if a power strip connection was placed at the center of the table so board members could have easier access in connecting their laptops/notepads. The way the connection was run from the outlet poses a safety issue. Tracy responded that the department will improve the set up for next meeting.

Dave Turner also recommended projecting the information on the screen.

Theresa W. Fordham made a motion that the Parks and Recreation Department provide an electronic version of the information packet to all board members and a hard copy be provided to any board member upon their request. Also the Department will have hard copies available at the meeting in case a board member or public member needs one. Motion was seconded by Roy Gilyard. Motion carried unanimously.

**9. Agenda Item No. 9- Reports on Recent Activity:**

- a) Recent/Upcoming City Council Agenda Items List:
  - October 15- Park and Recreation Advisory Board Member appointments
  - October 22 – Award of Solicitation No. 2013-270-Pavo Real Park Improvements
  - October 29 – Resolution to accept donation of parkland.
- b) Upcoming Committee Meeting List:
  - OSAB meeting – November 6 – Review of 2012 Parks and Recreation Master Plan, Chapter 7: Open Space and Trails.
  - City Plan Commission meetings – October 17 & October 31, 2013.
  - Bond Oversight Advisory Committee –November 14, 2013
- c) Recent Land Acquisitions: Resolution to accept donation of parkland.
- d) Parks and Recreation Construction Projects List: A handout with updates was included in the information packet.

Francoise Feliberti inquired on the status of the annexation of the Eastside Sports Complex. Tracy informed her that the developer is currently completing a land development plan that will need to be approved by the City.

**10. Discussion and Action: Subcommittee Assignments (as needed).** Dave Turner, Chair, called for volunteers to fill the vacancies in the Park Naming, Tree, and Grievance Subcommittees.

Francoise Feliberti volunteered to serve on the Tree Subcommittee, Roy Gilyard volunteered to serve on the Park Naming Subcommittee, and Sylvia Carreon volunteered to serve on the Grievance Subcommittee.

Theresa W. Fordham made a Motion to appoint all three members to the respective subcommittees. Motion was seconded by Roy Gilyard. Motion carried unanimously.

**11. Discussion: Identify items for Future Agendas**

- Clarification from the Legal Department as to whether elected officials can attend board meetings to speak on items that will be going before them for approval.
- Presentation by the Parks and Recreation Department Public Information Officer on the promotion of Park programs/events.
- Presentation on the City's cost to run a sports program.

**12. Adjournment:** Motion made by Theresa W. Fordham, seconded by Sylvia Carreon, and unanimously carried to adjourn the meeting at 7:10 pm.

Minutes prepared by Ana Quijano, Administrative Assistant